



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

UNEMPLOYMENT INSURANCE APPEALS REF I

Job Number: 20000891

Job Code: 37350V000101

Job Group: 3700 - INDUSTRIAL COMPENSATION AND INSPE

Job Established: 06/16/1982

Job Revised: 05/16/2008

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Conducts appeals hearings in disputed unemployment insurance benefit or tax cases involving issues ranging from claimant eligibility and qualifications to employer responsibility for reserve account charges, and issues written decisions on each case; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have three years of professional experience in unemployment insurance, labor relations, industrial relations, law, insurance claims adjustment, public administration or a related field.

Substitute EDUCATION for EXPERIENCE:

Graduate study from an accredited law school will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Additional experience in the above fields will substitute for the required college education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Conducts hearings on disputed unemployment insurance benefit claims brought up on appeal from determinations of the agency. Administers oath to witnesses, receives verbal and documentary evidence from parties and their witnesses, determines admissibility of evidence and resolves objections. Issues written decisions containing Finding of Fact based on evidence submitted, either affirming, revising or otherwise modifying the determination of the agency. Maintains current knowledge of policies, procedures and provisions of statutory and common law covering unemployment insurance.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting. Occasional travel may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.